

HS30-OWI-003

REVISION G

EFFECTIVE DATE: April 15, 2008

ORGANIZATIONAL WORK INSTRUCTIONS

STUDENT VOLUNTEER SERVICES

HS30
MSFC Academic Affairs Office

REVISION G

APPROVING
AUTHORITY

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CHECK THE MASTER LIST-
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline	N/A	02/14/03	Student Volunteer Program
Baseline	N/A	05/28/03	Document Review
Baseline	N/A	09/9/03	Document Review
Revision	A	10/29/04	Revised to bring this directive in compliance with the HQ Rules Review Action (CAITS 04-DA01-0387). Changed spacing errors. Added "s" to Volunteer in seventh paragraph to 5. INSTRUCTIONS. Changed all "wills" to "shall" where appropriately needed.
Revision	B	4/26/05	Revised to reflect new manager, organizational code, and location.
Revision	C	01/25/06	Revised to reflect new manager.
Revision	D	09/25/06	Revised to include definitions, an applicable document, and new address for location of records.
Revision	E	05/09/07	Revised to reflect project name change, new Interim Manager, and change to an applicable document.
Revision	<u>F</u>	<u>04/15/08</u>	Revised to reflect project name change, Student Volunteer Services, and new manager.
Revision	<u>G</u>	<u>9/30/08</u>	5. Instructions : Revised from "Mentor Shall..." to "the MSFC Academic Affairs Office shall instruct the mentor to..."

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1. PURPOSE

To establish the procedures for documenting service performed without compensation by persons who do not receive a Federal appointment.

2. APPLICABILITY

This Organizational Work Instruction (OWI) establishes instructions for ensuring that individuals who are placed in the Student Volunteer Services project meet the requirements set forth by 5 U.S.C. 3111.

3. APPLICABLE DOCUMENTS

NPR 1441.1 NASA Records Retention Schedules
5 U.S.C. 3111 USOPM
the Guide to Processing Personnel Actions, Chapter 33 5 CFR
308.101 - 308.103

4. DEFINITIONS

Student Volunteer Service - service performed under 5 U.S.C. 3111, with the permission of the institution at which the student is enrolled, as part of an agency program established for providing educational experience for the student.

Student - an individual who is enrolled, not less than half-time, in a high school, trade school, technical or vocational institute, junior college, college, university, or comparable recognized educational institution. An individual who is a student is deemed not to have ceased to be a student during an interim between school years if the interim is not more than five (5) months and if such individual shows to the satisfaction of the Office of Personnel Management (OPM) that the individual has a bona fide intention of continuing to pursue a course of study or training in the same or different educational institution during the semester (or other period into which the school year is divided) immediately after the interim. [5 CFR 308.101].

Half-time - for purposes of the volunteer service regulations, half-time means enrollment in any combination of courses, research projects, or special studies that meets one-half or fifty percent of the workload standards and practices of the institution in which the student is enrolled.

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Mentor - an individual who provides independent support, counsels, knowledge and shared experience to enable the candidate to realize their full potential and help establish their occupational career.

Coordinator - someone whose task is to see that work goes harmoniously between organization, public, clients and customers.

MOU - Memorandum of Understanding

MOA - Memorandum of Agreement

5. INSTRUCTIONS

Student shall supply the Student Volunteer Services Coordinator, referred to as the Coordinator, with a resume, references (no less than three), copy of birth certificate, copy of driver's license, proof of enrollment, completed MOU, completed MOA, and hours available for work.

The Academic Affairs Office shall instruct the mentor to supply the Coordinator a list of duties the student shall be performing and hours he/she shall be available for mentoring.

The Coordinator shall supply student and mentor with student's work schedule, copies of the completed MOA, and the completed MOU.

The Coordinator shall supply school with copies of completed MOA and MOU.

The Academic Affairs Office shall instruct the mentor to provide to the Coordinator a documented review of the student's performance quarterly and at end of student's volunteer status.

At completion of the volunteer work period, the Coordinator shall provide a letter to the student volunteer listing:

- a) inclusive dates of service;
- b) total hours or days worked; and,
- c) guidance on how the Agency may be contacted regarding future requests to obtain documentation of volunteer service.

Student volunteers shall adhere to the safety and security regulations at MSFC.

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Violation of NASA or MSFC safety or security regulations may be cause for termination.

6. NOTES

Volunteer Service under the Act is limited to services performed by a student, with the permission of the institution at which the student is enrolled, as part of an agency program established for the purpose of providing educational experience for the student. Such service is to be uncompensated and shall not be used to displace any employee or to staff a position which is a normal part of the agency's workforce. [5 CFR 308.101]

7. SAFETY PRECAUTIONS AND WARNING NOTES

A student participating under an agency volunteer program is not considered to be a Federal employee for any purpose other than injury compensation or laws related to the Tort Claims Act. Service is not creditable for leave accrual or any other employee benefits. [5 CFR 308.102].

8. APPENDICES, DATA, REPORTS, AND FORMS

NONE

9. RECORDS

Record Type: MOU, MOA, resume, and performance appraisals
Responsible Party: Student Volunteer Services Coordinator
Location: Academic Affairs Office
285 Dunlop Blvd.
Room 104C

Records Retention Schedule: Records shall be maintained for a period of three (3) years in accordance with NPR 1441.1 (NASA Records Retention Schedules).

10. TOOLS, EQUIPMENT, AND MATERIALS

NONE

11. PERSONNEL TRAINING AND CERTIFICATION

NONE

12. FLOW DIAGRAM

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NONE